



### **Where is the OST Located?**

The Office of the State Treasurer (OST) is located in Olympia, Washington, on Interstate 5 between Seattle, Washington and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational, and cultural opportunities. Natural features include Puget Sound, the Olympic National Park, Mt. Rainier, Mount St. Helens and the Pacific Ocean beaches.

### **OST Profile:**

The Office of the State Treasurer (OST) has wide ranging responsibility for management of the state's financial resources. OST provides banking, investment, debt issuance, and accounting services for state government and plays a major role in providing financial services to local government. The agency has a staff of approximately 65 employees.

We are committed to promoting and maintaining public trust and confidence through consistent application of responsible financial practices, providing quality customer service, and continually striving to improve agency efficiency and productivity through the application of innovative ideas and cost-effective technology. Our supportive work environment promotes employee growth and encourages free flowing communication. For more information, please visit our website at: <http://tre.wa.gov>.

**POSITION:** Fiscal Analyst 5 (Revenue Distribution)

**SALARY:** Range 56 (\$48,432 to \$63,480) DOQ

**LOCATION:** Olympia, Washington

**OPENS:** Wednesday, July 22, 2015

**CLOSES:** 5:00 pm, Monday, August 10, 2015

***Application packets will be reviewed as they are received. Candidates are encouraged to apply early as the OST reserves the right to make an appointment anytime during the recruitment.***

***The Office of the State Treasurer (OST) is seeking a candidate with specialized education and work experience that demonstrates a strong governmental accounting background. This person will be a key member of the OST Accounting Team, providing a wide range of financial and accounting expertise in managing data related to the distribution of state and federally collected revenues.***

***Successful candidates will have:***

- ***Experience analyzing, interpreting and applying laws and regulations to work responsibilities***
- ***Experience working with complex financial transactions and requirements***
- ***A keen attention to detail and accuracy***
- ***Excellent customer service skills***
- ***Ability to communicate clearly both verbally and in writing***
- ***Skilled using Excel Spreadsheets and Word***
- ***Experience using Agency Financial Reporting System (AFRS)***

### **Scope of Responsibility**

As the Chief Financial Officer for five statewide administrative agencies, this position performs review and analysis of financial data, policies, procedures and practices related to the OST's distribution accounting functions that provide monies to local governments through the prudent management of public revenues.

Functions as the highest agency statewide expert for the Revenue Distribution Program, responsible for handling financial transactions, records, reports and for performing financial reviews and analysis of fiscal data, legislation and specialized accounting requirements.

**OST Offers...**

- The state of Washington comprehensive benefits package that includes health, dental, life and long-term disability insurance
- Vacation leave
- Sick leave
- Shared leave
- Family – Medical Leave
- Military and Civil leave
- Eleven paid holidays per year
- A state retirement plan
- Deferred Compensation Program
- Deferred College Tuition Program (GET)

***The OST is committed to the practice of equal employment opportunity and non-discrimination. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Stacy Pierson, OST Human Resource Office, at (360) 902-9009 or fax (360) 704-5132, or via email to [Stacy.Pierson@tre.wa.gov](mailto:Stacy.Pierson@tre.wa.gov)***

Manages the Revenue Distribution Unit with supervisory responsibilities for a Fiscal Analyst 2 position.

Incumbent is expected to work under minimal supervision, exercise independent judgment and to make sound and secure decisions within their scope of assignment and responsibility.

**Essential Functions**

- Coordinates, analyzes and validates complex information for 80+ different revenue distributions and 65+ local government cash receipts with diverse accounts, recipients and statutes. Revenue distributions are distributed to 39 counties and more than 300 cities, towns and special districts. Responsible for interacting with and responding to numerous and complicated questions and issues from County and City Treasurers and Financial Directors.
- Tracks, monitors and evaluates all state legislation and federal regulation on new and existing distributions and cash receipts, makes decisions on how to implement new legislation and regulation, and coordinates, executes and monitors procedures to ensure all accounting and statutory requirements are met.
- Compiles, examines and prepares financial information for materials and publications on distributions to local governments. Provides management and other governmental agencies with the status of various fund receipts, distributions and statistics on a wide range of topics and issues that involve analyzing complex and technical accounting subjects and regulation.
- Develops, coordinates and submits biennial budget and allotments for the administrative agencies. This involves computing varying calculations based on current law and procedures, coordinating and obtaining information from various state agencies associated with the different distributions, and providing documentation and explanation of the budget and allotment submittals.
- Reviews and verifies monthly financial status reports, responsible for comprehensive general ledger disclosures of funds and accounts for the administrative agencies, and for all accounting functions in those agencies. Prepares and submits comprehensive annual financial report data (CAFR) to the Office of Financial Management. Coordinates accounting policy and provides fiscal advice and recommendations to management.

**Special Note:**

Candidates who are invited to an interview will be asked to sign a waiver authorizing the Office of the State Treasurer to conduct background and reference checks including credit, education verification, criminal history, and employment references. Applicants who are determined to be finalists will be required to undergo a thorough background and reference check as part of the pre-employment selection process. This is not a commitment to employment. Finalists may also be scheduled for additional interviews.

- Mentors, trains and coaches staff in the performance of financial matters and accounting duties and procedures pertinent to revenue distribution accounting.

**Desirable Qualifications**

A Bachelor's degree which includes 18 quarter or 12 semester hours in accounting, auditing, or finance; AND four years of relevant professional work experience.

Professional accounting work experience may substitute for education on a year for year basis, but not for the credit hours.

**Compensation**

The annual compensation for the position is \$48,432 to \$63,480 and will depend upon experience, educational background, and qualifications.

**To be considered for this position, please submit:**

- A letter of interest with a detailed description of experience which specifically addresses the Desirable Qualifications noted above (no more than two pages).
- A chronological resume with employment dates included.
- A completed OST application form with valid contact information for previous employers.

**NOTE: Candidates who are scheduled for an interview will be requested to provide a list of references at the time of their interview.**

**Send materials to:**

Submit materials by email (preferred), fax, or postal service to:

Office of the State Treasurer  
Attention: Stacy Pierson  
P.O. Box 40200  
Olympia, WA 98504-0200

email: [stacy.pierson@tre.wa.gov](mailto:stacy.pierson@tre.wa.gov)

or fax 360-704-5132

Application materials will be screened for the purposes of determining who will be selected for an interview.